



Information Systems Security Analyst

Tennessee Department of Treasury

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The Tennessee Department of Treasury impacts the lives of Tennesseans every day. Treasury is responsible for many of the financial operations of state government, including managing the State's assets through its various investment programs. We administer the State's Retirement Program, *RetireReadyTN*, which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's Deferred Compensation plan. Treasury serves all Tennesseans by helping educate and empower them to make smart financial choices, and by providing public-serving programs in the areas of college savings, financial literacy, unclaimed property, criminal injuries compensation, and more.

Job Overview:

Under direction, is responsible for supporting information security efforts regarding information security risk assessment and mitigation, information security policy promulgation and compliance, security awareness training work of average difficulty and performs related work as required.

Successful candidates should have a strong technical background in systems and network security, along with excellent interpersonal and leadership skills.

At the present time, this position is primarily remote, with occasional required in-person meetings. It is anticipated that the department will regularly utilize its downtown Nashville office on a hybrid schedule in the future. Job location is subject to change at the discretion of the Department. The successful candidate should live in Tennessee and provide sufficient internet connection.

Distinguishing Features:

This security analyst participates in the planning and evaluation of security programs for the agency. Work involves security policy promulgation, risk analysis, safeguard and compliance efforts, and incident response.

The technical oriented work is of moderate difficulty and candidates will be instrumental in maintaining user access for programs and systems utilized by the agency while performing professional, administrative, and technical work in security, access control and system updates.

Key Responsibilities:

- Responsible for the day-to-day security operations of the Treasury department
- Triage security events and determine escalation needs
- Participate in the identification and analysis of potential risk to assets, resources or success of organization.
- Modify and maintain security standards, policies, and procedures
- Participate in security activities to safeguard company assets, employees, guests, and others
- Understand security operations to identify risk or opportunities for improvement

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- Monitor systems to ensure current updates and patch levels are applied
- Grant, revoke and audit security access
- Participate in program audits for all agency applications and systems
- Document security audits, processes and procedures
- Monitor audit reports, helpdesk logs, vulnerability reports to determine weaknesses, identify improvements in processes.
- Communicate security status, updates, and actual or potential problems to management

Qualifications:

- Graduation from a college or university with a bachelor's degree in Information Systems, Information Technology or relevant
- A minimum of 1-year experience in 1) information security program design and implementation, or 2) information security risk analysis and mitigation, or 3) information security policy, standards and procedures creation and implementation.
- Microsoft certifications or equivalent in relevant programs preferred
- Relevant security certifications preferred

Competencies:

- Analytical Thinking and Problem-Solving skills
- Command Skills Comfort Around Higher Management
- Customer-Service
- Dealing with Ambiguity
- Detail Oriented and Inquisitive
- Directing Others
- Excellent Communication Skills (oral, written, and facilitation)
- Integrity and Trust
- Organizational Agility
- Priority Setting
- Process Management
- Strategic Agility
- Time Management

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